



# ***Evaluation Entry System Training (NCOER Support Form)***

Module 6a: NCOER Support Form

as of 18 April 2015

Good morning/afternoon. My name is \_\_\_\_\_. I'm the \_\_\_\_\_ at \_\_\_\_\_.

Today we will go through the steps to create, edit, and complete a DA Form 2166-9-1A NCOER Support Form in the Evaluation Entry System.

Please feel free to ask questions at anytime.

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## Agenda

- Accessing EES
- Landing Page
- Initiating NCOER Support Form
- Administrative Data
- Attributes and Competencies
- Editing Support Forms

Unclassified

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The topics that we will cover today range from how to use EES to create, complete, and edit DA Form 2166-9-1a, NCOER Support Form.

**At this time, we need the class to form into four person teams. Need each of you to share your full DOD ID (found on back of your CAC) / SSN. These will be used for training purposes only and will be destroyed at the conclusion of training.**

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## *Evaluation Entry System (EES)*

<https://evaluations.hrc.army.mil/>  
(EES website)

NCOER training URL will be released on / about 29 May 2015  
and will remain active until mid-August 2015

Unclassified

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EES is an online data entry system, that enables Leaders to create, complete, edit, submit and track evaluations.

Personnel can access EES at the above website. Until 1 September 2015, only the Officer Evaluation Reports (OERs) functions will work at this website.

In order to train yourself and your personnel on EES's NCOER capabilities, you must use the training website address. This training website will be active until mid-August 2015. At that time, all entered data will be erased.

**At this time, click on the NCOER training link.**

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# EES Terms Page

S. Army Evaluation Entry System - Windows Internet Explorer

https://evaluations.hrc.army.mil/

U.S. Army Evaluation Entry Sys... Structured Self Developme

FOUO - Unclassified

**Evaluation Entry System**  
U.S. Army Human Resources Command

Terms of Use

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- This system contains Privacy Act information, which is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Official

☐ I agree to the terms of the User Agreement.

**Accept Terms** Cancel

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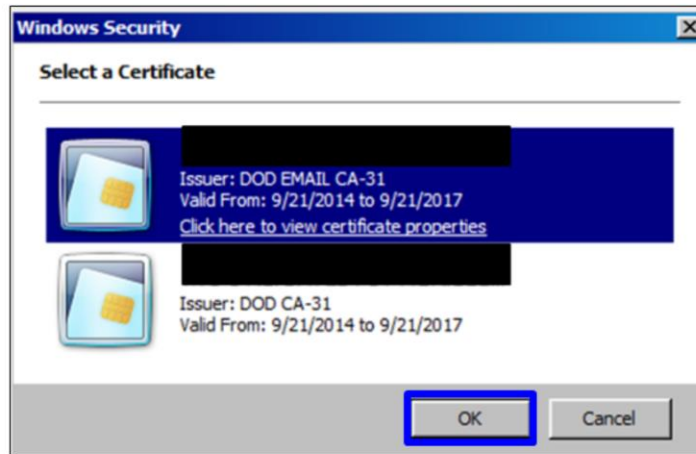
This is the EES home page.

**In order to access it, you must first agree to the terms of the User Agreement.**

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# EES Digital Credentials



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Once you agree to the Users Agreement, you must select your certificate and **click OK**.

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# EES Landing Page

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1 NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System  
Please select an option below:

OER

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

NCOER

Create NCOER Support Form

Edit NCOER Support Form

Create New NCOER

Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
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Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
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To create a new NCOER click the “Create NCOER Support Form” button.

It is important to note that EES is designed for the Rated NCO to create his / her own NCOER Support Form.

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# DA Form 2166-9-1a / Support Form

NCOER Individual Lookup

Enter the SSN and first two letters of the last name of the rated Soldier and the rating officials. This will automatically search the Army personnel database and auto-populate the evaluation with administrative information. Incorrect information may be changed within the evaluation, but changes to the information in the personnel database require the use of other processes (SI or Admin Support).

**Rated NCO**

DOD ID Number: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

Switch to search by SSN? ☐

Component: \_\_\_\_\_ Status Code: \_\_\_\_\_

Rank: \_\_\_\_\_  
Changes to the rank will be limited once the evaluation is created.  
Please ensure accurate selection of the rank for the time period the soldier is to be evaluated.

Date of Rank: \_\_\_\_\_

**Promotable Info**

Is the Rated NCO promotable or selected to attend USA3BMA? ☐ Yes ☐ No

**Next Higher Grade**

Is the Rated NCO serving in a position authorized for the next higher grade? ☐ Yes ☐ No

**Forked Info**

Is the Rated NCO forked to the next higher grade and serving in a position authorized for the rank to which he/she is forked? ☐ Yes ☐ No

**Rater**

DOD ID Number: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

Switch to search by SSN? ☐

Is this individual serving as both the Rater and Senior Rater? ☐ Yes ☐ No

**Senior Rater**

DOD ID Number: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

Switch to search by SSN? ☐

**Supplementary Reviewer (optional)**

DOD ID Number: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

Switch to search by SSN? ☐

Cancel Next

Unclassified

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The user will first enter the full DOD ID (from back of CAC card) / SSN and first two letters of the Rated NCO's last name. At this time the Rated NCO's correct full name and email address should appear. If it is correct click OK.

At this time verify the accuracy of the Rated NCO's component, Rank, and Date of Rank. Then select "Yes" or "No" for the next three questions. It is important to remember that promotable NCO's serving in an authorized position at the next higher grade will be added to the Senior Rater's profile for that grade.

**For the purpose of this training the Rated NCO's rank will be SGT, with a Date of Rank of 1 March 2015.**

Once the Rated NCO's section is completed you will enter the full DOD ID or SSN and first two letters of the Rater, Senior Rater and Supplementary Reviewer (if required). Supplementary Reviewers are required when Senior Raters' rank is 1LT or lower.

**In this case, you each will create a support form and use a combination of your group members as Rating Officials (SSG, SFC, 1LT, and CPT).**

Note, failure to enter the correct full DOD ID or SSN of any person on this page will prevent that person (Rated NCO, Rater, Senior Rater, or Reviewer) from accessing this NCOER Support Form.

Once you have confirmed the accuracy of the Rated NCO and Rating Official's data click "Next."

NEXT SLIDE



# Rating Officials

Previous

Cancel

Next

NCOER Support Form Creation Confirmation

Role	SSN	Name	Email	Importing Data
Rated Soldier				Yes
Rater				Yes
Supplemental Reviewer				Yes
Senior Rater				Yes

Selecting "Next" will initiate an NCO Evaluation Support Form for the above mentioned individual. An email will be sent to each of the addresses listed above, notifying each individual of their involvement with the new evaluation support form.

Previous

Cancel

Next

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This is the user's opportunity to verify the Rated NCO, Rater, Senior Rater, and Reviewer's full DOD ID / SSN and email addresses one more time before initiating a NCOER.

Once this data is verified, click "Next."

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## Rated NCO's Administrative Data

a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. GRADE (Last, First, Middle Initial) ID No.	c. GRADE/RANK SGT	d. DATE OF RANK (YYYYMMDD) 20150301	e. PMOSC 11B20
f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND B Co, 1BN, 3BDE, Fort Best, 111111			g. UIC WAAAAA	h. RATED NCO'S EMAIL ADDRESS (gov or mil) @mail.mil	
i. SSD AND NCOS REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE JOINT ASSIGNMENT? Yes <input type="radio"/> No <input checked="" type="radio"/>			MEL: X	SSD: 2	

Admin Data			
a. Last Name SOLDIER	First Name RATED	M.I. 	Suffix 
b. DOD ID Number <input checked="" type="checkbox"/> Clear DoDID			
c. Rank SGT	d. Date of Rank 20150301		
Promotable Info			
Is the Rated NCO promotable or selected to attend USASMA? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Next Higher Grade			
Is the Rated NCO serving in a position authorized for the next higher grade? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Frocked Info			
Is the Rated NCO frocked to the next higher grade and serving in a position authorized for the rank to which he/she is frocked? <input type="radio"/> Yes <input checked="" type="radio"/> No			
e. PMOSC 11B20			
f. Unit, Org. B Co, 1BN, 3BDE	Station Fort Best	Zip or APO 111111	Major Command 
g. UIC Code WAAAAA	Component RA	Status Code 	
h. Rated Officer's APO Email Address @mail.mil Must use .gov or .mil			
i. SSD and NCO Requirements Has the rated NCO met SSD and NCO requirements met for the next grade? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Military Education Level WARRIOR LDR CRS		SSD Level SSD 2	

Exit	Next	Save
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Unclassified

The user will now enter the Rated NCO's administrative data to include:

PMOSC, assigned Unit / Station / Zip, UIC Code, schooling and SSD Level.

**For the purposes of this training use the following administrative data.**

-Name	= Yours
-PMOSC	= 11B20
-Promotable	= "No"
-Next Higher Grade	= "No"
-Frocked Info	= "No"
-Unit Org	= B Co, 1BN, 3BDE
-Station	= Fort Best
-Zip or APO	= 11111
-UIC	= WAAAAA
-Major Command	= US Army Forces Command
-Component	= Regular Army
-School	= Warrior LDR CRS
-SSD Level	= SSD 2

Once this data is correctly entered, **click "Next."**

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## Rating Officials' Administrative Data

Authentication

Rater Information

1. Last Name: SOLDIER'S First Name: RATER M.I.: Suffix:

2. DOD ID Number: Clear DOD ID

3. Rank: PMOSC/Branch: 11B30 Organization: B Co, 1BN, 3BDE Duty Assignment: Squad Leader

4. E-mail Address (gov or mil): @mail.mil

Promotable Info: Is the Rater promotable and serving in a position authorized for the next higher grade? Yes No

Senior Rater Information

1. Last Name: RATER First Name: SENIOR M.I.: Suffix:

2. DOD ID Number: Clear DOD ID

3. Rank: PMOSC/Branch: 11B40 Organization: B Co, 1BN, 3BDE Duty Assignment: Platoon Sergeant

4. E-mail Address (gov or mil): @mail.mil

Promotable Info: Is the Senior Rater promotable and serving in a position authorized for the next higher grade? Yes No

Supplemental Reviewer Information

1. Last Name: REVIEWER First Name: SUPPLEMENTAL M.I.: Suffix:

2. DOD ID Number: Clear DOD ID

3. Rank: PMOSC/Branch: 11A Organization: B Co, 1BN, 3BDE Duty Assignment: Company Commander

4. E-mail Address (gov or mil): @mail.mil

Promotable Info: Is the Supplementary Reviewer promotable and serving in a position authorized for the next higher grade? Yes No

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The user will now enter the Rating Officials' administrative data on this page.

For the purposes of this training use the following administrative data.

- PMOSC = 11B30 (Rater) / 11B40 (Senior Rater) / 11A Reviewer
- Rank = SSG (Rater) / SFC (Senior Rater) / CPT Reviewer
- Unit Org = B Co, 1BN, 3BDE (all Rating Officials)
- Duty Assignment = Squad Leader (Rater) / Platoon Sergeant (Senior Rater) / Company Commander (Reviewer)
- Promotable = "No" (all Rating Officials)

Once this data is correctly entered, click "Next."

NEXT SLIDE



## ***Check on Learning***


1. When will users be able to create and edit NCOER Support Forms in EES?
2. What is the impact of incorrectly entering a Rating Official's DOD ID / SSN?
3. When should users enter the Rated NCO's promotable rank on the Support Form?
4. When are Reviewers required?

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At this time, discuss these questions.

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# Duty Description

<p><b>a. PRINCIPAL DUTY TITLE</b> FIRE TEAM LEADER</p>	<p><b>b. DUTY MOSC</b> 11B</p>
<p><b>c. DAILY DUTIES AND SCOPE</b>(To include, as appropriate, people, equipment, facilities, and dollars) May enter up to seven lines of text. Beginning with action words. Separated by semi-colons.</p>	
<p><b>d. AREAS OF SPECIAL EMPHASIS</b> Limited to two lines of text; Duty Titles. Separated by semi-colon.</p>	
<p><b>e. APPOINTED DUTIES</b> Limited to two lines of text; Duty Titles. Separated by semi-colon.</p>	

**Duties and Responsibilities**

**a. Principal Duty Title**  
FIRE TEAM LEADER

**b. Duty MOSC**  
11B | INFANTRYMAN

**c. Daily Duties and Scope**(To include, as appropriate, people, equipment, facilities, and dollars)  
May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.

**d. Areas of Special Emphasis**  
Limited to two lines of text; Duty Titles; Separated by semi-colon.

**e. Appointed Duties**  
Limited to two lines of text; Duty Titles; Separated by semi-colon.

[Continued Comments](#)

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The user will enter the Rated NCO's Principal Duty Title and Duty MOSC for this rating period.

The user may enter up to seven lines of text to describe the Daily duties and responsibilities of the Rated NCO.

The user may enter up to two lines of text to list the Rated NCO's Areas of Special Emphasis and Appointed Duties for this rating period.

**For the purpose of this training use the following data:**

- |  |   |
|--|---|
| <p><b>-Principal Duty Title</b></p> <p><b>-Duty MOSC</b></p> <p><b>-Block c.</b></p> <p><b>-Block d.</b></p> <p><b>-Block e.</b></p> | <p><b>= Fire Team Leader</b></p> <p><b>= 11B20</b></p> <p><b>= May enter up to seven lines of text.</b></p> <p><b>= May enter up to two lines of text.</b></p> <p><b>= May enter up to two lines of text.</b></p> |
|--|---|

Once this data is correctly entered, click "Next."

NEXT SLIDE



# Performance Goals & Expectations

## PART IV - PERFORMANCE GOALS AND EXPECTATIONS (Rated NCO)

INDICATE YOUR PERFORMANCE GOALS AND EXPECTATIONS DURING THIS RATING PERIOD

o May enter up to sixteen lines of text and spaces; for example, x5 two-line bullets with a one-line space between them

### Performance Goals and Expectations

#### Performance Goals and Expectations

o May enter up to sixteen lines of text and spaces; for example, x5 two-line bullets with a one-line space between them

Continued Comments

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The user may enter up to sixteen lines of text to describe the Rated NCO's Performance Goals and Expectations.

**For the purpose of this training enter “o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with spaces between” in each block.**

Once this data is correctly entered, click “Next.”

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# Character

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PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

a. CHARACTER: (Army Values, Empathy, Warriors Ethos/Service Ethos, Discipline. Fully supports SHARP, EO, and EEO.)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

o May enter up to eight lines of text and spaces;  
for example, x3 two-line bullets with spaces between

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:

o May enter up to eight lines of text and spaces;  
for example, x3 two-line bullets with spaces between

**Character**

Major performance objectives

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

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The user may enter up to eight lines of text and spaces to describe the Rated NCO's Character Goals and Expectations.

**For the purpose of this training enter “o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with spaces between” in each block.**

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Character contributions and accomplishments.

Once this data is correctly entered, click “Next.”

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# Presence

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PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

b. PRESENCE: (Military and professional bearing, Fitness, Confidence, Resilience)

<b>APFT GOALS:</b> PU: 60 SU: 75 RUN: 13 : HEIGHT/WEIGHT 69 / 175 (ONLY AS NEEDED)	<b>CURRENT RECORD APFT:</b> APFT Pass/Fail/Profile: DATE: 20151021 HEIGHT 69 WEIGHT 185 Within Standard? ____
<b>INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:</b> o May enter text	<b>LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:</b> o May enter text

**Presence**

**APFT Goals**

Pushups	Situps	Minutes	Seconds	Height	Weight
60	75	13	15	69	175

**CURRENT RECORD APFT**

Pass/Fail/Profile	Date	Height	Weight	Meets Bodyfat Standards
PASS	20151021	69	185	<input type="radio"/> Yes <input type="radio"/> No

**Major performance objectives**

o May enter text

**Significant contributions and accomplishments**

o May enter text

Continued Comments

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Note, the user must enter the APFT and Height / Weight data before entering the text comments. EES provides a drop down menu and calendar to ensure users enter data in the correct format.

**For the purpose of this training enter the following data:**

<b>-Pushups</b>	<b>= 60</b>
<b>-Situps</b>	<b>= 75</b>
<b>-Minutes</b>	<b>= 13</b>
<b>-Seconds</b>	<b>= 15</b>
<b>-Height</b>	<b>= 69</b>
<b>-Weight</b>	<b>= 175</b>
<b>-Pass/Fail/Profile</b>	<b>= Pass</b>
<b>-Date</b>	<b>= 20151021</b>
<b>-Height</b>	<b>= 69</b>
<b>-Weight</b>	<b>= 185</b>


The user may enter up to eight lines of text and spaces to describe the Rated NCO's Presence Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Presence contributions and accomplishments.

**For the purpose of this training enter "May enter text." in each block.**

Once this data is correctly entered, click "Next."

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# Intellect

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PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

c. INTELLECT: (Mental agility, Sound judgment, Innovation, Interpersonal tact, Expertise)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES: o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between	LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS: o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between
<div style="border: 1px solid gray; padding: 5px;"> <p>Intellect</p> <p>Major performance objectives</p> <p>o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Significant contributions and accomplishments</p> <p>o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Continued Comments</p> </div>	

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The user may enter up to eight lines of text and spaces to describe the Rated NCO's Intellect Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Intellect contributions and accomplishments.

**For the purpose of this training enter “o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with spaces between” in each block.**

Once this data is correctly entered, click “Next.”

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**Leads**

PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

d. LEADS: (Leads others, Builds trust, Extends influence beyond the chain of command, Leads by example, Communicates)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

**Leads**

Major performance objectives

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

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The user may enter up to eight lines of text and spaces to describe the Rated NCO's Leads Goals and Expectations.


During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Leads contributions and accomplishments.

**For the purpose of this training enter “o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with spaces between” in each block.**

Note, if users need more space for text they can click on “continued Comments.” Text entered into this box is consolidated with any other section's continued comments onto one page.

Once this data is correctly entered, click “Next.”

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# Develops

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PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

e. DEVELOPS: (Creates a positive command/workplace environment, Fosters esprit de corps, Prepares self, Develops others, Stewards the profession)

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

**Develops**

Major performance objectives

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

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The user may enter up to eight lines of text and spaces to describe the Rated NCO's Develops Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Develops contributions and accomplishments.

**For the purpose of this training enter “o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with spaces between ” in each block.**

Once this data is correctly entered, click “Next.”

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# Achieves

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PART V - PERFORMANCE EVALUATION, PROFESSIONALISM, ATTRIBUTES, AND COMPETENCIES (Rater)

**f. ACHIEVES: (Gets results)**

INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES:

o May enter up to eight lines of text and spaces;  
for example, x3 two-line bullets with spaces between

LIST SIGNIFICANT CONTRIBUTIONS AND ACCOMPLISHMENTS:

o May enter up to eight lines of text and spaces;  
for example, x3 two-line bullets with spaces between

**Achieves**

Major performance objectives

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Significant contributions and accomplishments

o May enter up to eight lines of text and spaces; for example, x3 two-line bullets with spaces between

Continued Comments

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The user may enter up to eight lines of text and spaces to describe the Rated NCO's Achieves Goals and Expectations.

During the rating period the user may enter up to eight lines of text and spaces to describe the Rated NCO's Achieves contributions and accomplishments.

**For the purpose of this training enter “o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with spaces between” in each block.**

Once this data is correctly entered, click “Next.”

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# Senior Rater Comments

NCO EVALUATION REPORT SUPPORT FORM  
For use of this form, see AR 623-3 the proponent agency is DCS, G-1

See Privacy Act  
Statement in AR 623-3.

PART VI - SENIOR RATER COMMENTS

May enter up to eight lines of text in narrative form.

Senior Rater Comments

Senior Rater Comments  
May enter up to eight lines of text in narrative form.

Continued Comments

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The user may enter up to eight lines of text and spaces to Senior Rater's Performance Goals and Expectations of the Rated NCO.

**For the purpose of this training enter "May enter up to eight lines of text in narrative form."**

Once this data is correctly entered, click "Next."

NEXT SLIDE



## Completed Support Form

Exit

Print Draft

Evaluation Support Form# 202211

**COMPLETED**

Evaluation Support Form #: 202211

Rated:

Rater:

Supplemental Reviewer:

Senior Rater:

100%

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EES will direct users to the Evaluation Support Form completion page once they have created the NCOER Support Form.

At this time, users can either “Exit” or “Print” the NCOER Support Form by clicking the appropriate button.

NEXT Slide.



# Editing Support Forms

Main Menu ▾ Profiles ▾ New OER Training ▾

Support Links:

Evaluation Support and Help

- [Evaluation and Training Tools](#)
- [Appeals and Corrections](#)
- [Evaluation Entry System Users Guide](#)
- [Ask a Policy Expert](#)
- [Ask an IT Expert](#)
- [Frequently Asked Questions](#)

External Links and Resources

- [AR 623-3](#)
- [DA PAM 600-3](#)
- [DA PAM 600-4](#)
- [DA PAM 623-3](#)
- [S1 NET](#)
- [MYBOARDFILE](#)
- [ERS](#)
- [User Survey and Feedback](#)
- [Army Doctrine](#)
- [Army Doctrine References](#)

Welcome to the HRC Evaluations Entry System  
Please select an option below:

OER

Create OER Support Form

Edit OER Support Form

Create New OER

Continue/View Active OERs

NCOER

Create NCOER Support Form

**Edit NCOER Support Form**

Create New NCOER

Continue/View Active NCOERs

TOOLS

View Profiles where I am a delegate

View my Rater and Senior Rater Profile

Manage Rating Chain

View Forms

Signature Removal

Manage Delegates

Request ERS Access

Evaluation Status and Management Tools (ERS)

Recent Evaluation Activity:

Rated Soldier	Your Role	Thru Date	Status
---------------	-----------	-----------	--------

Recent Evaluation Support Form Activity:

Rated Soldier	Role	Thru Date
---------------	------	-----------

Unclassified

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Users will **click the “Edit NCOER Support Form”** in order to update an active NCOER Support Form.

NEXT SLIDE.



# Active NCOER Support Form List

Active NCOER Support Forms:

Rated Soldier Last Name:  Rated Soldier UIC:  Support Form ID:  SSN:

3 items found, displaying all items.

Support Form Id	Rated Soldier	Rater	Senior Rater	Your Role
<a href="#">202211</a>				REVIEWER
<a href="#">202212</a>				SENIOR RATER
<a href="#">202185</a>				SENIOR RATER

\*Click row to continue the Support Form.

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Users will select the correct NCOER Support Form from the list of Active NCOER Support Forms.

**For the purpose of this training select the NCOER Support Form you just created.**

NEXT SLIDE.



# NCOER Support Form

<b>Edit</b>	<b>Create NCOER</b>	<b>Manage Enclosures</b>	<b>Delete</b>						
<b>NCO EVALUATION REPORT SUPPORT FORM</b> For use of this form, see AR 623-3 the proponent agency is DCS, G-1		See Privacy Act Statement in AR 623-3.							
<b>PART I - ADMINISTRATIVE DATA</b>									
a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.) .	c. GRADE/RANK SGT	d. DATE OF RANK (YYYYMMDD) 20150301	e. PMOSC 11B20					
f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND B Co, 1BN, 3BDE, Fort Best, 111111		g. UIC WAAAAA	h. RATED NCO'S EMAIL ADDRESS(.gov or .mil) @mail.mil						
i. SSD AND NCOES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/JOINT ASSIGNMENT? Yes <input type="radio"/> No <input type="radio"/>		MEL: X	SSD: 2						
<b>PART II - AUTHENTICATION</b>									
a1. NAME OF RATER (Last, First MI) SOLDIER'S, RATER	a2. SSN (or DOD ID No.)	INITIAL	DATE	LATER	DATE	LATER	DATE	LATER	DATE
a3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT SSG, 11B30, B Co, 1BN, 3BDE, Squad Leader		a4. RATER'S EMAIL ADDRESS (.gov or .mil) @mail.mil							
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	INITIAL	DATE	LATER	DATE				
b3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT SFC, 11B40, B Co, 1BN, 3BDE, Platoon Sergeant		b4. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @mail.mil							
c1. NAME OF SUPPLEMENTAL REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTAL		c2. SSN (or DOD ID No.)							
c3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT CPT, 11A, B Co, 1BN, 3BDE, Company Commander		c4. SUPPLEMENTAL REVIEWER'S EMAIL ADDRESS (.gov or .mil) @mail.mil							
d. RATED NCO'S INITIALS		INITIAL	DATE	LATER	DATE	LATER	DATE	LATER	DATE
<b>Unclassified</b>									

Once the user has accessed the correct NCOER Support Form, he / she will click the “Edit” button in order to make updates.

**For the purpose of this training click “Edit.”**

NEXT SLIDE.





# Navigating NCOER Support Form

Jump To

- Rated NCO
- Rater Info
- Duty Description
- Performance Goals
- Character
- Presence
- Intellect
- Leads
- Develops
- Achieves
- Senior Rater Comments
- Signature Page

Exit Next

Evaluation Support Form# 202211 SOLDIER

NCO EVALUATION REPORT SUPPORT FORM  
For use of this form, see AR 623-3 the proponent agency is DCS, G-1

PART I - ADMINISTRATIVE DATA (Rated NC

a. First, Middle Initial)	b. SSN (or DOD ID No.)	c. GRADE/RA SGT
STATION, ZIP CODE OR APO, MAJOR COMMAND 3BDE, Fort Best, 111111		g. UIC WAAAAA
COES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/JOINT ASSIGNMENT?		MEL: X

a. Last Name First Name M.I. Suffix

SOLDIER RATED

b. DOD ID Number

c. Rank d. Date of Rank

SGT 20150301

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When editing the NCOER Support Form, users can use the “Jump To” feature to navigate to specific sections.

**For the purpose of this training take the next few minutes to practice using the “Jump To” feature.**

NEXT SLIDE.



# Initialing the NCOER Support Form

Edit	Create NCOER	Manage Enclosures	Delete									
NCO EVALUATION REPORT SUPPORT FORM For use of this form, see AR 623-3 the proponent agency is DCS, G-1		See Privacy Act Statement in AR 623-3.										
<b>PART I - ADMINISTRATIVE DATA</b>												
a. NAME (Last, First, Middle Initial) SOLDIER, RATED	b. SSN (or DOD ID No.)	c. GRADE/RANK SGT	d. DATE OF RANK (YYYYMMDD) 20150301	e. PMOSC 11B20								
f. UNIT, ORG, STATION, ZIP CODE OR APO, MAJOR COMMAND B Co, 1BN, 3BDE, Fort Best, 111111		g. UIC WAAAAA	h. RATED NCO'S EMAIL ADDRESS(.gov or .mil) @mail.mil									
i. SSD AND NCOES REQUIREMENT MET FOR NEXT GRADE OR NOMINATIVE/JOINT ASSIGNMENT? Yes <input type="radio"/> No <input type="radio"/>		MEL: X	SSD: 2									
<b>PART II - AUTHENTICATION</b>												
a1. NAME OF RATER (Last, First MI) SOLDIER'S, RATER	a2. SSN (or DOD ID No.)	<table border="1"><tr><td>INITIAL</td><td>DATE</td><td>LATER</td><td>DATE</td><td>LATER</td><td>DATE</td><td>LATER</td><td>DATE</td></tr></table>			INITIAL	DATE	LATER	DATE	LATER	DATE	LATER	DATE
INITIAL	DATE	LATER	DATE	LATER	DATE	LATER	DATE					
a3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT SSG, 11B30, B Co, 1BN, 3BDE, Squad Leader		a4. RATER'S EMAIL ADDRESS (.gov or .mil) @mail.mil										
b1. NAME OF SENIOR RATER (Last, First, MI) RATER, SENIOR	b2. SSN (or DOD ID No.)	<table border="1"><tr><td>INITIAL</td><td>DATE</td><td>LATER</td><td>DATE</td></tr></table>			INITIAL	DATE	LATER	DATE				
INITIAL	DATE	LATER	DATE									
b3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT SFC, 11B40, B Co, 1BN, 3BDE, Platoon Sergeant		b4. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @mail.mil										
c1. NAME OF SUPPLEMENTAL REVIEWER (Last, First, MI) REVIEWER, SUPPLEMENTAL		c2. SSN (or DOD ID No.)										
c3. RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT CPT, 11A, B Co, 1BN, 3BDE, Company Commander		c4. SUPPLEMENTAL REVIEWER'S EMAIL ADDRESS (.gov or .mil) @mail.mil										
d. RATED NCO'S INITIALS		<table border="1"><tr><td>INITIAL</td><td>DATE</td><td>LATER</td><td>DATE</td><td>LATER</td><td>DATE</td><td>LATER</td><td>DATE</td></tr></table>			INITIAL	DATE	LATER	DATE	LATER	DATE	LATER	DATE
INITIAL	DATE	LATER	DATE	LATER	DATE	LATER	DATE					

Unclassified

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The appropriate personnel will initial the NCOER Support after each designated counseling session.

The Rater and Rated NCO will initial the NCOER Support initially and quarterly thereafter.

The Senior Rater will initial the NCOER Support Form initially and one time thereafter prior to the NCOER's Thru Date.

**For the purpose of this training practice initialing this support form.**

NEXT SLIDE



## ***Check on Learning***

1. Name some topics the Rated NCO enters into the Support Form.
2. Describe how to edit a NCOER Support Form.
3. When do the Rating Officials and Rated NCO initial the NCOER Support Form?

Unclassified

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At this time, discuss these questions.

NEXT SLIDE



## Summary

- Accessing EES
- Landing Page
- Initiating NCOER Support Form
- Administrative Data
- Attributes and Competencies
- Editing Support Forms

Unclassified

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During this briefing, we covered how to use EES to create, complete, and edit DA Form 2166-9-1a, NCOER Support Form.

NEXT SLIDE



# Questions



Ask an IT Expert:

[usarmy.knox.hrc.mbx.it-help-desk@mail.mil](mailto:usarmy.knox.hrc.mbx.it-help-desk@mail.mil)

Unclassified

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Pending your questions this concludes my briefing.

If at any time you come across an system error that you or your unit HR professional cannot solve, such as difficulty digitally signing the evaluation or disappearing administrative data, please send a detailed email with screen shots to [usarmy.knox.hrc.mbx.it-help-desk@mail.mil](mailto:usarmy.knox.hrc.mbx.it-help-desk@mail.mil)



## ***Practical Exercise***

Now that we have covered the steps to create, complete and edit an NCOER Support Form let's conduct a Practical Exercise.

NEXT SLIDE



# Scenario 1

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
PMOSC:	19D20 (SGT)	Zip or APO:	11223
Promotable:	"No"	UIC	WAAAAA
Next Higher Grade:	"No"	Major Command	Us Army Forces Command
Frocked Info:	"No"	Component:	Regular Army
Unit Org:	B TRP, 1BN, 1BDE	School	Warrior LDR CRS
Station:	Fort Awesome	SSD Level	SSD 2

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
PMOSC:	19D30	19D40	11A
Rank:	SSG	SFC	CPT
Unit Org:	B TRP, 1BN, 1BDE	B TRP, 1BN, 1BDE	B TRP, 1BN, 1BDE
Duty Assignment:	Squad Leader	Platoon Sergeant	Troop Commander
Promotable:	"No"	"No"	"No"

Unclassified

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At this time, form your four person teams.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rated NCO will now create the NCOER Support Form. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, have all team members look at their list of Active NCOER Support Forms to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed the NCOER Support Form is in your list of Active NCOER Support Forms.

Inform the instructor you have completed this scenario.

NEXT SLIDE



## Scenario 2

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
PMOSC:	68W40 (SFC)	Zip or APO:	11223
Promotable:	"No"	UIC	WAAAAA
Next Higher Grade:	"No"	Major Command	Us Army Forces Command
Froked Info:	"No"	Component:	Regular Army
Unit Org:	HHC, 3BDE	School	SLC
Station:	Fort Awesome	SSD Level	SSD 4

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
PMOSC:	65D	68D	N/A
Rank:	CPT	MAJ	N/A
Unit Org:	HHC, 3BDE	HHC, 3BDE	N/A
Duty Assignment:	Physician's Assistant	BDE Surgeon	N/A
Promotable:	"No"	"No"	N/A

Unclassified

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For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rated NCO will now create the NCOER Support Form. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, have all team members look at their list of Active NCOER Support Forms to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed the NCOER Support Form is in your list of Active NCOER Support Forms.

Inform the instructor you have completed this scenario.

NEXT SLIDE





## Scenario 3

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
PMOSC:	79R50 (1SG)	Zip or APO:	44444
Promotable:	"No"	UIC	WAAAAA
Next Higher Grade:	"No"	Major Command	Us Army Recruiting Command
Froked Info:	"No"	Component:	Regular Army
Unit Org:	Best RCTG CO	School	SLC
Station:	Forward RCTG BN	SSD Level	SSD 4

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
PMOSC:	11A	25A	N/A
Rank:	CPT	LTC	N/A
Unit Org:	Best RCTG CO	Forward RCTG BN	N/A
Duty Assignment:	Company Commander	Battalion Commander	N/A
Promotable:	"No"	"No"	N/A

Unclassified

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For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rated NCO will now create the NCOER Support Form. **For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, have all team members look at their list of Active NCOER Support Forms to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed the NCOER Support Form is in your list of Active NCOER Support Forms.

Inform the instructor you have completed this scenario.

NEXT SLIDE



## Scenario 4 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
PMOSC:	92Y20 (SGT)	Zip or APO:	11223
Promotable:	"Yes"	UIC	WAAAAA
Next Higher Grade:	"No"	Major Command	Us Army Forces Command
Froked Info:	"No"	Component:	Regular Army
Unit Org:	B BTRY, 3FA, 4BDE	School	Warrior LDR CRS
Station:	Fort Awesome	SSD Level	SSD 2

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
PMOSC:	13B30	13A	13A
Rank:	SSG	2LT	CPT
Unit Org:	B BTRY, 3FA, 4BDE	B BTRY, 3FA, 4BDE	B BTRY, 3FA, 4BDE
Duty Assignment:	HQ Platoon Sergeant	Battery XO	Battery Commander
Promotable:	"No"	"No"	"No"

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At this time, form your four person teams.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rated NCO will now create the NCOER Support Form. **For training purposes, enter all necessary administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, all team members will review their list of Active NCOER Support Forms to verify the support form's creation.

NEXT SLIDE



## Scenario 4 (Parts III, IV & V)

Part III (Rated NCO)										
Block a.	Supply NCO									
Block b.	92Y2O									
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons									
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons									
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons									
Part IV (Rated NCO)										
Block	o May enter up to sixteen lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Part V (Rater)										
Block a.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space; Listed for both Objectives and Contributions									
Block b.	75	75	15:00	71 / 185	Pass	20150430	71	190	Yes	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space
Block c.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Block d.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Block e.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Block f.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Part VI (Senior Rater)										
Block	May enter up to eight lines of text and spacing.									

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Once the support form's creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER Support Form for accuracy. Once review is complete, appropriate team members will apply their initial counseling signature / initials.

You have completed this scenario once each of you completed and signed your section(s) of the NCOER Support Form.

Inform the instructor you have completed this scenario.

NEXT SLIDE



## Scenario 5 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
PMOSC:	11B40 (SFC)	Zip or APO:	11223
Promotable:	"No"	UIC	WAAAAA
Next Higher Grade:	"No"	Major Command	Us Army Forces Command
Froked Info:	"No"	Component:	Regular Army
Unit Org:	HHC, 2BN, 2BDE	School	SLC
Station:	Fort Awesome	SSD Level	SSD 4

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
PMOSC:	11Z60	11A	N/A
Rank:	SGM	MAJ	N/A
Unit Org:	HHC, 2BN, 2BDE	HHC, 2BN, 2BDE	N/A
Duty Assignment:	Battalion OPs SGM	Battalion S3	N/A
Promotable:	"No"	"No"	N/A

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For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rated NCO will now create the NCOER Support Form. **For training purposes, enter all necessary administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, all team members will review their list of Active NCOER Support Forms to verify the support form's creation.

NEXT SLIDE



## Scenario 5 (Parts III, IV & V)

Part III (Rated NCO)										
Block a.	Operations NCO									
Block b.	11B40									
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons									
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons									
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons									
Part IV (Rated NCO)										
Block	o May enter up to sixteen lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Part V (Rater)										
Block a.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space; Listed for both Objectives and Contributions									
Block b.	70	75	14:00	65 / 140	Pass	20150630	65	140	Yes	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space
Block c.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Block d.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Block e.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Block f.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Part VI (Senior Rater)										
Block	May enter up to eight lines of text and spacing.									

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Once the support form's creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER Support Form for accuracy. Once review is complete, appropriate team members will apply their initial counseling signature / initials.

You have completed this scenario once each of you completed and signed your section(s) of the NCOER Support Form.

Inform the instructor you have completed this scenario.

NEXT SLIDE



## Scenario 6 (Administrative Data)

Use Team Members' DOD ID for each appropriate role.

Rated NCO			
PMOSC:	19D50 (1SG)	Zip or APO:	12345
Promotable:	"No"	UIC	WAAAAA
Next Higher Grade:	"No"	Major Command	Us Army Training Command
Froked Info:	"No"	Component:	Regular Army
Unit Org:	A Co, 1BN, 1BDE	School	SLC
Station:	Fort Best Day Ever	SSD Level	SSD 4

Rating Officials			
	Rater	Senior Rater	Supplementary Reviewer
PMOSC:	11A	11A	N/A
Rank:	CPT	LTC	N/A
Unit Org:	A Co, 1BN, 1BDE	HHC, 1BN, 1BDE	N/A
Duty Assignment:	Company Commander	Battalion Commander	N/A
Promotable:	"No"	"No"	N/A

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For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rated NCO will now create the NCOER Support Form. **For training purposes, enter all necessary administrative data from the slide. Once you have completed entering the administrative data exit the form.**

Now, all team members will review their list of Active NCOER Support Forms to verify the support form's creation.

NEXT SLIDE



## Scenario 6 (Parts III, IV & V)

Part III (Rated NCO)										
Block a.	First Sergeant									
Block b.	19D5O									
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons									
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons									
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons									
Part IV (Rated NCO)										
Block	o May enter up to sixteen lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Part V (Rater)										
Block a.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space; Listed for both Objectives and Contributions									
Block b.	70	70	15:30	73 / 205	Pass	20150301	73	205	Yes	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space
Block c.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Block d.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Block e.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Block f.	o May enter up to eight lines of text / space; Can arrange into one / two-line bullets separated by a one-line space									
Part VI (Senior Rater)										
Block	May enter up to eight lines of text and spacing.									

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Once the support form's creation is verified, each team member will complete the sections they are responsible for. **For training purposes use the data provided on the slide.**

After this data is entered review the NCOER Support Form for accuracy. Once review is complete, appropriate team members will apply their initial counseling signature / initials.

You have completed this scenario once each of you completed and signed your section(s) of the NCOER Support Form.

Inform the instructor you have completed this scenario.

NEXT SLIDE